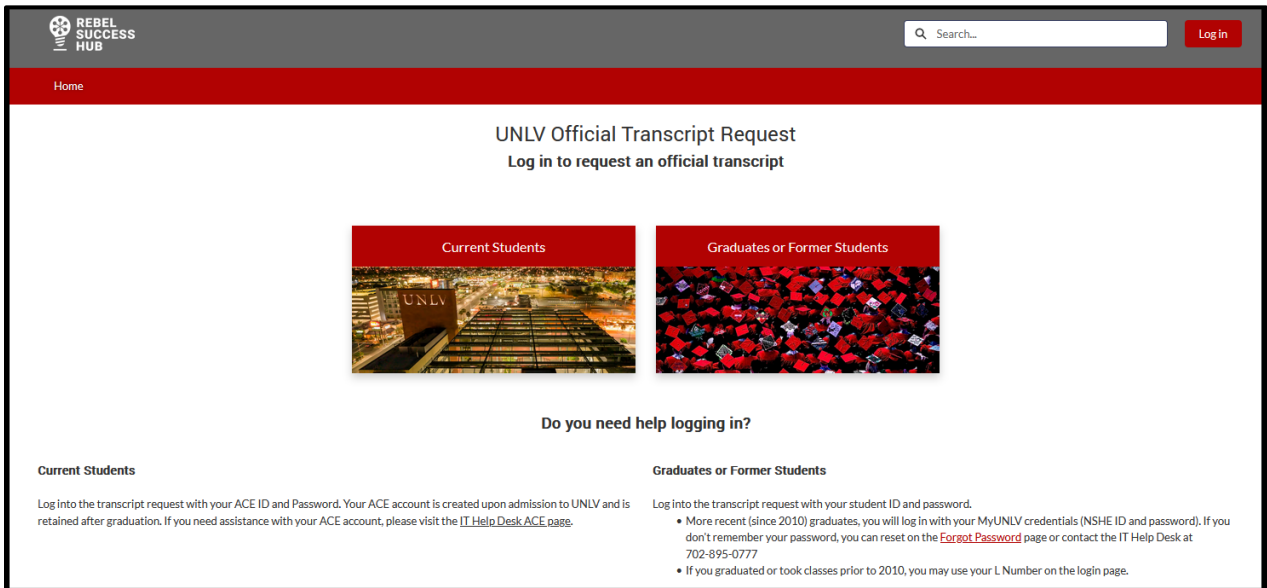
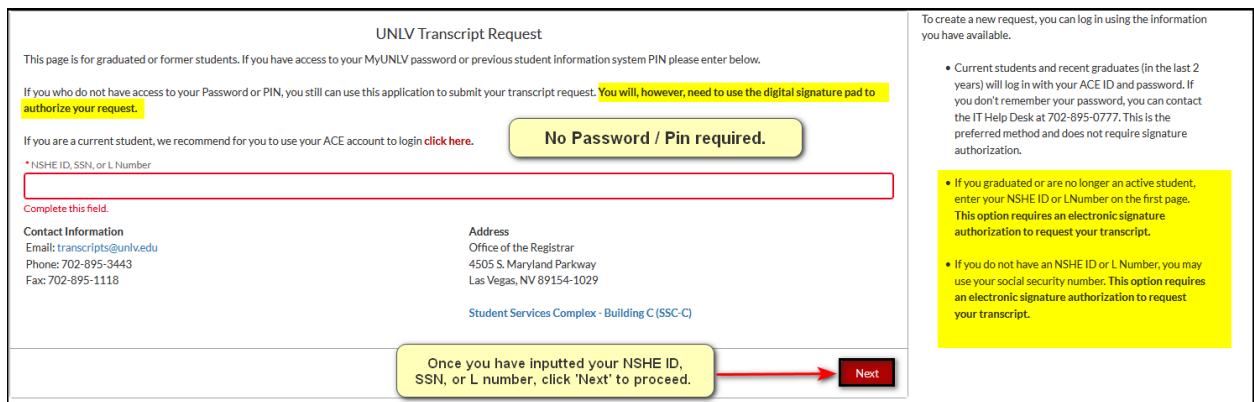


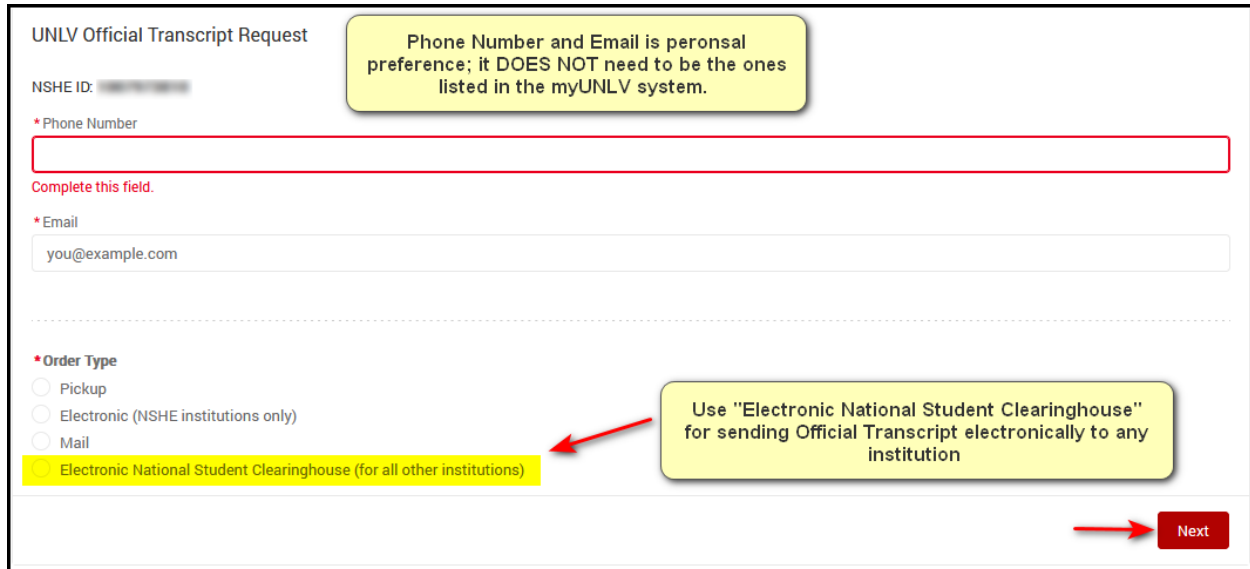
1. Official Transcripts can be ordered online through the transcript request page: <https://unlv.today/transcriptrequest>
 - a. **Current Students**
 - i. Clicking on the “Current Students” tile will prompt the student at the next page to enter their ACE ID and password to login.
 - b. **Graduates / Former Students**
 - i. You can log in using your NSHE ID, L number, or SSN (if you had one on file at the time of attendance.)



- c. **You DO NOT need a password/pin to order transcripts**
 - i. You will click the ‘Next’ button to proceed (you will be prompted for a digital signature later in the order.)
 - ii. Recent graduates (in the last 2 years) will log in with their ACE ID and password. If they try to log in using the Former students method, they will be rerouted to the ACE login screen for Transcript Request.



- d. Once you have logged in, you will then enter your email address and phone number (these are your personal preference, they do not need to match what UNLV has in their records.)



UNLV Official Transcript Request

NSHE ID: [REDACTED]

Phone Number and Email is personal preference; it DOES NOT need to be the ones listed in the myUNLV system.

* Phone Number
[Empty field]
Complete this field.

* Email
you@example.com

* Order Type

- Pickup
- Electronic (NSHE institutions only)
- Mail
- Electronic National Student Clearinghouse (for all other institutions)

Use "Electronic National Student Clearinghouse" for sending Official Transcript electronically to any institution

Next

- e. Select the type of order you would like to submit:
- i. Pickup on Campus: Orders are ready within 48 hours of a successful charge on the credit card.
 1. These cost \$10.00.
 - ii. [Electronic Delivery \(NSHE institutions only\)](#): Only available for submitting transcripts to other NSHE schools.
 1. This option is FREE.
 - iii. [Mail to Recipient](#): Transcripts will be mailed within 48 hours of a successful charge on the credit card.
 1. These are \$10.00 for the transcript and will also include applicable postage.
 - iv. [Electronic National Student Clearinghouse \(for all other institutions\)](#):
 1. These are \$10.00 are your credit card is charged UNLV generates the official transcript.

- f. If you select electronic (NSHE institutions only) delivery, you will select the school(s) from the list.

Effective Spring 2017, electronic transcripts from UNLV will be provided to the other 6 Nevada System of Higher Education (NSHE) institutions free of charge. This free service is not applicable to paper transcripts ordered for pick-up or postal delivery. You may request electronic transcripts from non-NSHE school at the National Student Clearinghouse.

***Electronic Recipient**

- College of Southern Nevada
- Great Basin College
- Nevada State College
- Truckee Meadows Community College
- University of Nevada Reno
- Western Nevada College

Previous **Next**

- i. After clicking 'Next', you will review the order and click the "Next" button to provide the electronic signature.
1. Please note: **Transactions are NON-REFUNDABLE.**

Review Your Order
Electronic Delivery

Recipient	Address	Qty	Price	Shipping Price	Total
College of Southern Nevada	Electronic	1	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00

Transactions are non-refundable

Previous **Next**

- g. Draw your signature on the pad and click 'Next' to complete the order.

UNLV Official Transcript Request

Sign here to authorize this order 




Save Signature & Next
Clear Signature

- h. If you select Mail to Recipient, you will enter the number of transcripts you would like to send to EACH address (if you are sending transcripts to multiple addresses you will select the button to add an additional recipient)

* Quantity

* Recipient

* Country

* City

* ZIP

* Address

Add Recipient

Recipient	Address	Qty	Edit	Delete

A Note Regarding Inserts

Organizations such as AMCAS, PharmCas, LSAC, NSF, etc. may request that you include an insert in any transcripts that you send them. The need to include inserts in transcripts complicates the online request process and waiting for/matching up inserts with requests has been determined to slow down transcript processing for all students. UNLV has looked into the insert requirement with the various entities and determined that organizations will process your transcript request without the insert as long as they can match your transcript to the information you submit to them and determine who you are.

Our suggestion is to include the unique identifier* issued to you by the organization in the organization's mailing address which prints on the bottom of your official transcript:

RECIPIENT LINE: NursingCAS ID#1234567
 ADDRESS LINE1: NursingCAS - Transcript Department
 ADDRESS LINE2: PO Box 1234
 CITY: Watertown
 STATE: MA
 POSTAL: 00000

Previous

Next

- i. If your transcript has an insert, please read the statement on inserts. Many of those organizations accept transcripts from the National Student Clearinghouse and we would recommend that students utilize this option if possible.

- ii. Then you will review the order and proceed to the next page or add an additional recipient. All transcripts are mailed via USPS 1st class mail for both domestic and international orders.

Review Your Order

When to process: Process as soon as possible

Shipping Method: USPS 1st Class

All recipients are processed under the same shipping method.
If you require separate shipping methods, please complete a new order.

Total Charge: 10.60

Recipient	Address	Qty	Price	Shipping Price	Total
UC Sunnydale	1630 Revello Drive Sunnydale, Nevada 93101 United States	1	\$10.00	\$0.60	\$10.60
Total			\$10.00	\$0.60	\$10.60

Transactions are non-refundable

Previous Next

- iii. For the Signature Authorization, draw your signature and click 'Save Signature & Next'.

UNLV Official Transcript Request

Sign here to authorize this order 📍


Save Signature & Next Clear Signature

i. You will enter the payment information.

UNLV Official Transcript Request

ORDER INFORMATION

Amount to be charged: **\$10.60** Invoice Number: **UNLV-388207**

PAYMENT INFORMATION 

* Cardholder's Name:

* Credit Card Number:

* Expiration Date: * CCV/CVC code:

BILLING INFORMATION

* First Name: * Last Name:

* Address:

* City: * State:

* Zip/Postal Code: * Country:

* Email: * Phone Number:

[Previous](#) [Submit Payment](#)

j. Then you will confirm your purchase (**ALL transactions are non-refundable**)

- k. If you selected the 'Electronic National Student Clearinghouse', you will be redirected to their website.

School Notifications

Please read this page carefully. Failure to follow these instructions may result in cancellation of your order or incorrect delivery of your transcript. The University of Nevada, Las Vegas (UNLV) will not refund fees for transcript requests that are entered incorrectly. UNLV reserves the right to change or update the information on this page, to modify policies, or otherwise to adjust content as needed.

Official secure electronic transcripts can be ordered online via this portal using any major credit card. Your card will be charged when your transcript is sent. The fee for official transcripts is \$10 per copy. Order updates will be emailed to you or, if you choose, sent via text message. You can also track your order online. Processing time for electronic transcripts is generally one or two business days after you complete your request. If you experience issues with a recipient not accepting an electronic copy, please email registrar@unlv.edu.

This portal may be used only for official secure electronic transcripts sent to non-NSHE institutions, employers, individuals, or other third parties. If you need to request official paper copies of your transcript, if you must send electronic transcripts to another NSHE institution, or if you would like an unofficial copy of your transcript, please follow the instructions under the relevant section on this page. In addition, if you graduated or took classes before 1990, you will not be able to use the electronic transcript service.

Paper Copies of Transcripts

Physical mail orders are not an option via this portal. If you need an official paper copy of your transcript, please visit our [transcript request site](#).

Electronic Transcripts Sent to Other NSHE Institutions

Effective February 1, 2017, Board of Regents policy states that Nevada System of Higher Education (NSHE) institutions shall not charge students for transcripts being delivered to another NSHE institution. NSHE institutions that qualify for free delivery appear below. To send your UNLV transcript to any of these institutions, you should visit our [transcript request site](#).

- CSN - College of Southern Nevada
- GBC - Great Basin College
- NSC - Nevada State College
- TMCC - Truckee Meadows Community College
- UNR - University of Nevada, Reno
- WNC - Western Nevada College

Unofficial Transcripts

If you need an unofficial copy of your transcript please login to [MyUNLV](#). Our [unofficial transcripts guide](#) has in-depth instructions on how to get your unofficial transcript.

Transcript Holds

Please note that per Board of Regents policy, a transcript cannot be produced for any individual who has an outstanding financial obligation to the university. In addition, other hold types may prevent the release of transcripts. If you have a hold that prevents transcript release, this portal will not allow you to proceed with your order.

- l. Clearinghouse will not charge your Credit Card until UNLV generates the transcript order. If there are issues generating your transcript (such as a hold), you will be notified.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[Order Transcript\(s\) >](#)

[View Transcript Order Status](#)

- m. Put your personal information into the system. If your name has changed since you attended UNLV, please indicate 'Yes' on the question below.

Transcript Ordering Center
Help 0

1
Enter Personal Information

2
Select Transcript and Delivery Details

3
Confirm Order and Checkout

Enter Personal Information

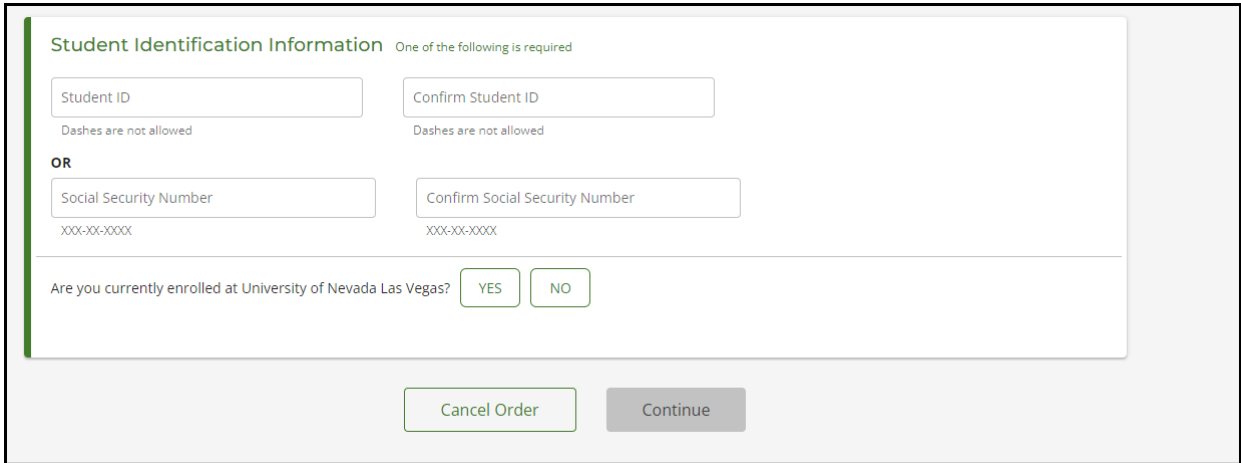
Personal Information All fields required, unless otherwise indicated

(Optional)

MM/DD/YYYY

Has your name changed since attending school?

- n. You must have either a student ID (NSHE or L# without the L) or Social Security Number to proceed.



Student Identification Information One of the following is required

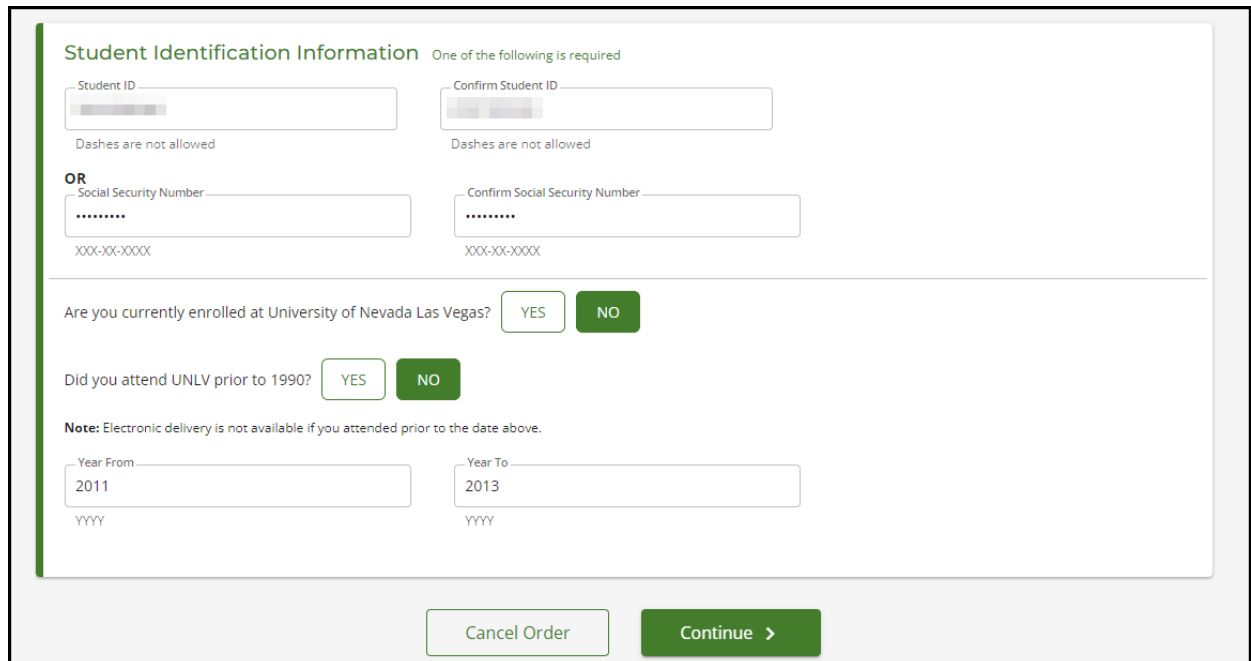
Student ID Confirm Student ID
Dashes are not allowed Dashes are not allowed

OR

Social Security Number Confirm Social Security Number
XXX-XX-XXXX XXX-XX-XXXX

Are you currently enrolled at University of Nevada Las Vegas?

- o. Students who are not currently enrolled must also input years attended. Students who attended before 1990 are not eligible to use the electronic transcript system and should reach out to the Registrar’s office for additional assistance.



Student Identification Information One of the following is required

Student ID Confirm Student ID
Dashes are not allowed Dashes are not allowed

OR

Social Security Number Confirm Social Security Number
XXXXXXXX XXX-XX-XXXX

Are you currently enrolled at University of Nevada Las Vegas?

Did you attend UNLV prior to 1990?

Note: Electronic delivery is not available if you attended prior to the date above.

Year From Year To
2011 2013
YYYY YYYY

- p. Once logged in, you'll provide contact information and have the option to allow the school to update their records with your information.
 - i. Tracking of your electronic transcript is handled by the National Student Clearinghouse.

Contact Information All fields required, unless otherwise indicated

Address 1
1630 Revello Drive
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City: Sunnydale State/Territory/APO: California

Zip/Postal Code: 93101 Country: United States

Email: Confirm Email

Phone Number
(xxx) xxx-xxxx

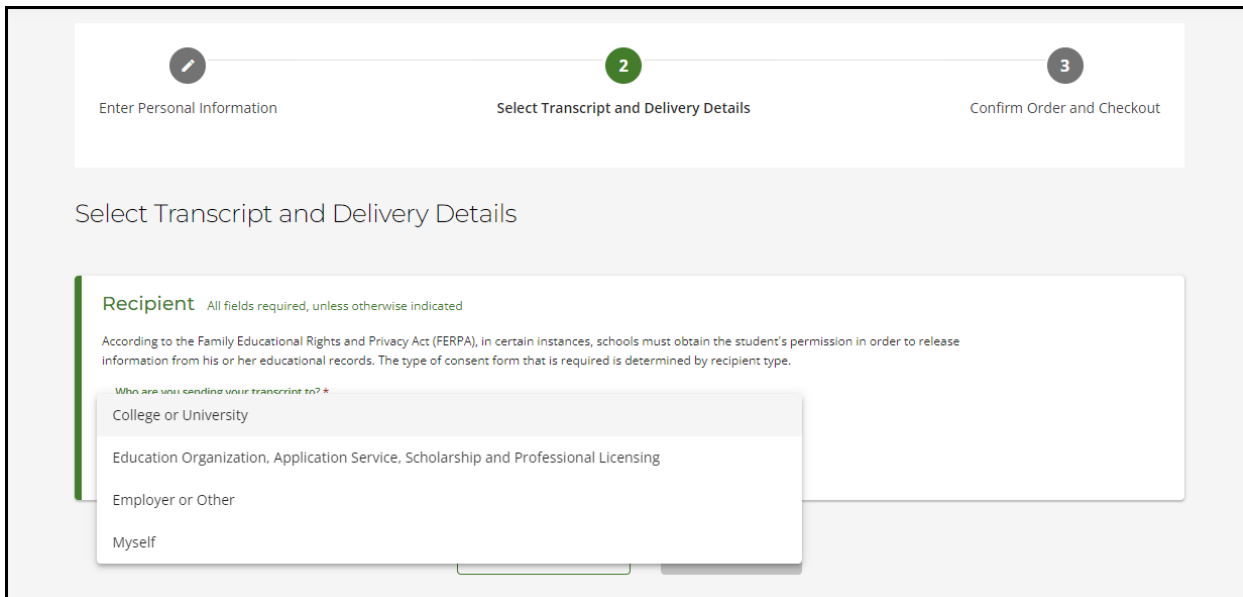
To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-in mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

Cancel Order Continue

- q. You will have a few different options to select for recipient. *If your College / University / Education Organization / Application Service / Scholarship or Professional Licensing program is not listed, please utilize the EMPLOYER OR OTHER option. You will have an option to name a recipient and provide an email address for transcript delivery.*



Enter Personal Information **2** Select Transcript and Delivery Details 3 Confirm Order and Checkout

Select Transcript and Delivery Details

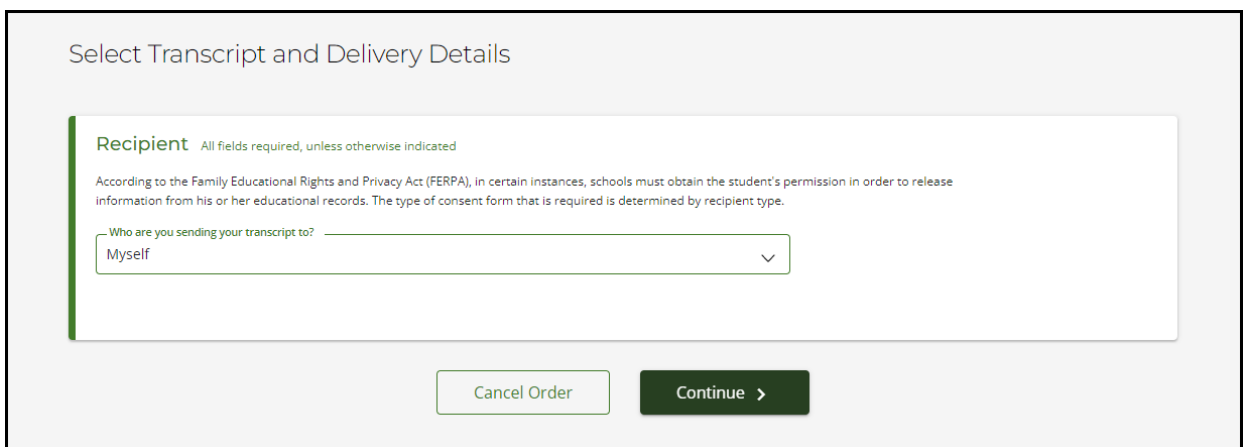
Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? *

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

- r. If you select the “Myself” option, the transcript will be emailed to the email address you provided in the earlier section.



Select Transcript and Delivery Details

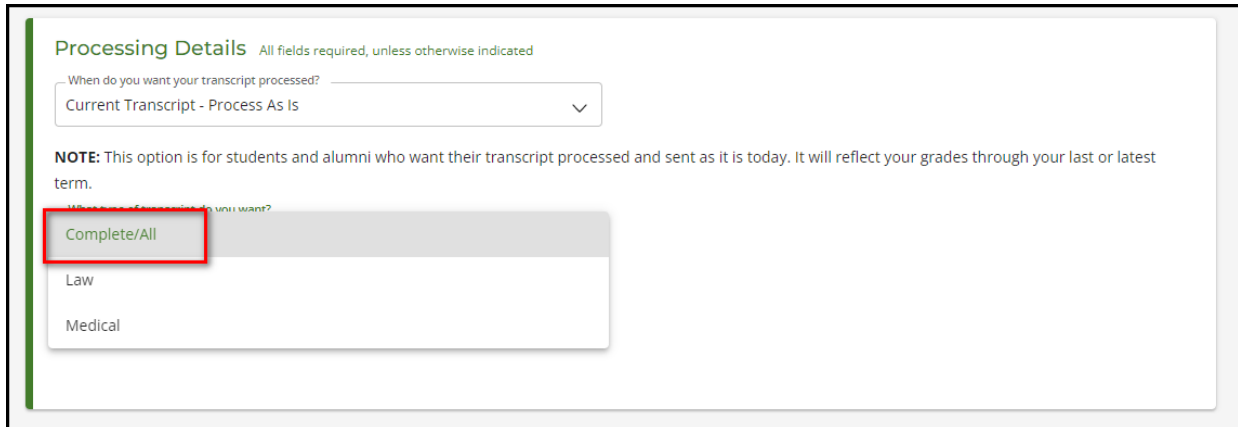
Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Cancel Order Continue >

- s. You will see additional information regarding processing details and delivery information



- i. The only option is for ‘Current Transcript – Process As Is’. Students waiting for grades / degree conferral / petition processing etc., should verify the transcript information by viewing their unofficial transcript.
- ii. For ‘What type of transcript do you want?’ students should select Complete/All unless:
 1. For UNLV Boyd school of Law students, they can select ‘Law’ to order an Official Transcript containing only their Law School Grades
 2. For UNLV Medical School Students, they can select ‘Medical’ to order an Official Transcript containing only their Medical School grades.
 - a. UNLV Dental students are to use the “Complete/All” option for transcripts. Selecting “Medical” can cause delays with transcript processing.
 3. If you select the Law or Medical option and do not have a Law or Medical record, UNLV will be unable to produce your transcript and will not be able to refund the order if your card is charged.

iii. You will also have the option to select the reason for ordering your transcript.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want?

Why are you ordering your transcript?

- Admission
- Admission Service (LSAC, AMCAS, etc.)
- Certification/Licensure
- Employment
- Other
- Registrar

t. You'll need to read and accept the school's terms and conditions for Electronic delivery method. You will also see the total fee for the transcripts.

School's Terms and Conditions:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

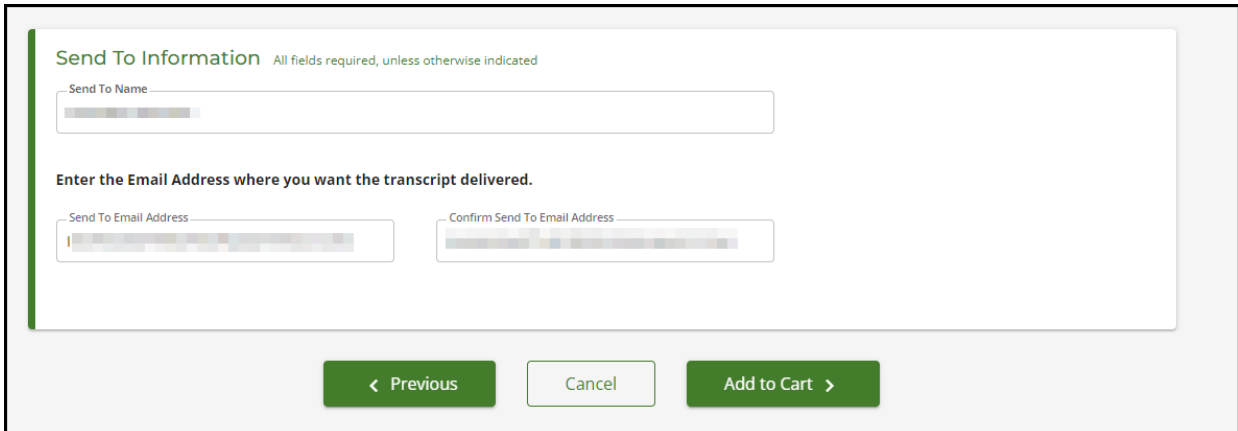
I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

Fee Summary

Transcript Quantity Fee	\$10.00
Total Fee for this Recipient	\$10.00

- u. Fill in the information regarding the Name of the recipient and the email address to send the Transcript link. Clearinghouse emails come from a DO NOT REPLY email address. If the recipient does not see the link, advise them to check their SPAM folder.



Send To Information All fields required, unless otherwise indicated

Send To Name

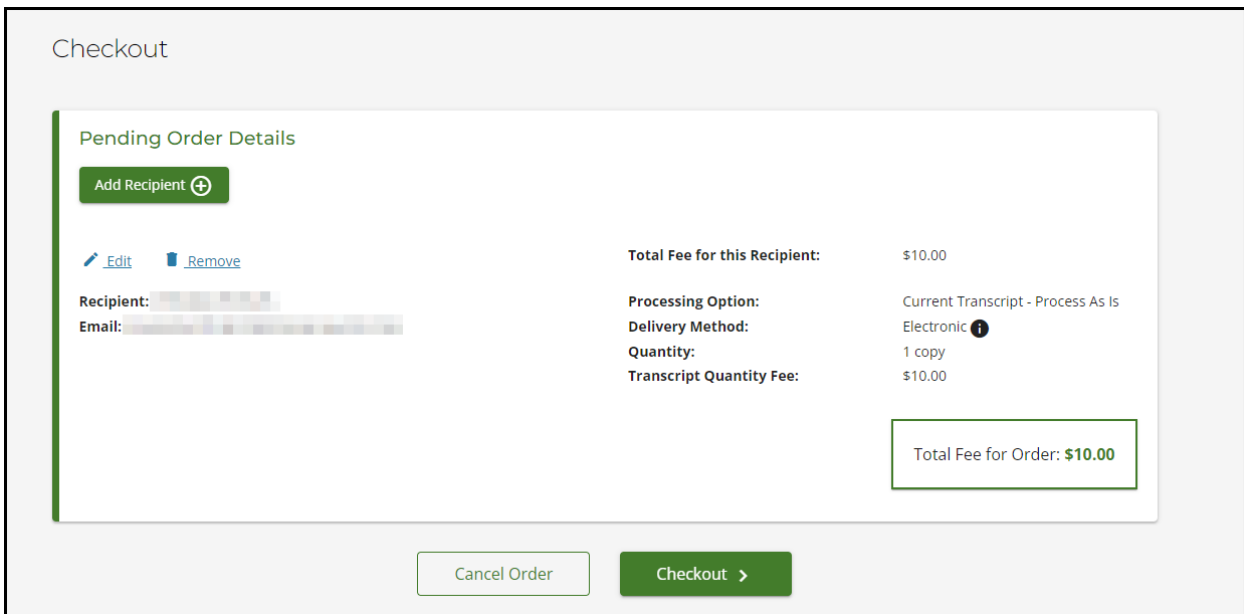
Enter the Email Address where you want the transcript delivered.

Send To Email Address

Confirm Send To Email Address

< Previous Cancel Add to Cart >

- v. You'll have a chance to add additional recipient and verify the order before proceeding to checkout.



Checkout

Pending Order Details

Add Recipient +

[Edit](#) [Remove](#)

Recipient: [Redacted]

Email: [Redacted]

Total Fee for this Recipient: \$10.00

Processing Option: Current Transcript - Process As Is

Delivery Method: Electronic ⓘ

Quantity: 1 copy

Transcript Quantity Fee: \$10.00


Total Fee for Order: **\$10.00**

Cancel Order Checkout >


- w. You will need to consent to the order either electronically via signing the signature box with your mouse/finger or completing a printed consent form and submitting it to the National Student Clearinghouse within 30 days.

Electronic Consent Form


The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? 

Sign Here



Signature Date:

By submitting this signature,  certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Printable Consent Form





You must **'Continue'** to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

- x. Proceed with payment details. Your credit card is not charged until the recipient retrieves the transcript.

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name Card Number

Expiration Date CVV

Do you want to use your contact address as your billing address?

Address 1

Address 2

City State/Territory/APO

Zip/Postal Code Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$10.00

- y. Click 'Submit Order' to complete your order.